

JOB TITLE: Administrative Specialist II
EMPLOYEE:

DOT #: 169.167-010
CLAIM #



KING COUNTY ON SITE JOB ANALYSIS

JOB TITLE Administrative Specialist II

JOB CLASSIFICATION Administrative Specialist II

DOT TITLE Administrative Assistant

DOT NUMBER 169.167-010

DEPARTMENT Sheriff's

DIVISION Various

OF POSITIONS IN THE DEPARTMENT WITH THIS JOB TITLE 33

JOB STATUS

Full Time, Career Service.

ADDRESS OF WORKSITE

516 3rd Avenue
Seattle, WA 98104-2312

CONTACT'S NAME Virginia Kirk

CONTACT'S PHONE 206-205-7601

EMPLOYER JOB TITLE Human Resources Manager

DATE COMPLETED 8/7/03

VRC NAME Jeff Casem

DATE REVISED 7/14/08

WORK HOURS

40 hours per week, 8 hours per day, Monday through Friday, 8:00am to 5:00 pm
with 2 15-minute breaks and a 1-hour lunch.

OVERTIME

Optional, Rare. Only on emergency basis.
Fair Labor Standards Act Non-Exempt (hourly).

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JOB DESCRIPTION

Provides a variety of technical clerical support services such as providing specialized, technical or program-specific information; interviewing internal and external customers to establish services needed; establishing and maintaining data; and drafting and editing documents such as correspondence and contracts.

ESSENTIAL ABILITIES FOR ALL KING COUNTY JOB CLASSIFICATIONS

1. Ability to demonstrate predictable, reliable, and timely attendance.
2. Ability to follow written and verbal directions and to complete assigned tasks on schedule.
3. Ability to read, write & communicate in English and understand basic math.
4. Ability to learn from directions, observations, and mistakes, and apply procedures using good judgement.
5. Ability to work independently or part of a team; ability to interact appropriately with others.
6. Ability to work with supervision, receiving instructions/feedback, coaching/counseling and/or action/discipline.

JOB SPECIFIC REQUIREMENTS

Knowledge of general office principles and practices. Knowledge of standard office equipment that may include typewriter, personal computer, copier, fax machines, and multi-line telephone. Knowledge of proper English and grammar, usage as well as spelling. Must have customer service and written communication skills. Computer skills including spreadsheet, word-processing and data entry. Ability to maintain confidentiality, handle difficult client situations with discretion and diplomacy, work independently as well as prioritize and complete multiple tasks simultaneously. Must have the ability to keep track of multiple work assignments over an extended duration of time. Must have excellent oral and written communication skills, including ability to communicate in a pleasant, non-judgmental, respectful, culturally sensitive manner under varying levels of stress. Must have skill in prioritizing workload and adapting to changes in workload demands as well as skill in conducting research on specific work assignments. Must possess initiative and accountability skills for work product or service. Must have skill in following through on assignments as directed. Must possess analytical skills as well as problem-solving skills. Must have of action tracking on specific work assignments or other items related to work position.

ESSENTIAL FUNCTIONS Listed in order of importance

1. Provide specialized and/or technical program-specific information that requires limited interpretation of established policies, procedures and other relevant sources to internal and/or external customers over the telephone, in writing and/or in person. Some employees may have to deal with sensitive and/or potentially volatile situations.

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2. Establish, maintain, code, modify, track and/or retrieve information and compile data that may require information searches through files, contracts, records or computer files, including spreadsheets and/or customized database applications; enter, obtain and/or verify information and make sure the appropriate disposition of evidence and/or exhibits follow established, clearly defined methods and guidelines.
3. Interview internal and/or external customers in-person and by phone to establish program-specific documentation and/or identify services needed.
4. Carry out a variety of non-complex assignments that involve obtaining information or documents from sources external to the Personnel Unit or making arrangements for events.
5. Perform light to moderate numerical calculations.
6. Maintain, inventory, order, collect and distribute supplies and/or equipment.
7. Compose, draft, type and/or word process, proofread and edit documents, contracts, and/or correspondence to ensure these conform to the appropriate use of the English language and established procedures; may require machine transcription.
8. Process mail by attaching related correspondence or information before forwarding, responding to mail when appropriate; respond to mail that can be handled personally; identify priority and/or time-sensitive matters; and maintain security and confidentiality.
9. May be assigned the orientation and/or training of co-workers.
10. May modify and update desk procedures that relate to assigned work.
11. May attend and take minutes at meetings.
12. May schedule meetings and maintain calendars for supervisor and/or organizational unit/program.
13. Arrange to receive, distribute and stock job bulletins.
14. Contact applicants, schedule appointments for new hires and professional staff as well as create new hire packets.
15. Perform temp tracking and establish appropriate body of work.
16. Perform separation notification, coordinate property returns, send separation letters, and send Peace Officer Certification Termination Notification as well as complete disposition of separated employee personnel files.
17. Complete personnel orders.

TOOLS, MACHINES, EQUIPMENT, PRODUCTS, AND SERVICES USED

Equipment used may include a computer, multi-line telephone, printer, copy machine, fax machine, typewriter, calculator, stapler, hole punch, shredder, and date/time stamp machine, files, documents, bulletins, Excel, Word and Access.

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PHYSICAL DEMANDS AS JOB IS TYPICALLY PERFORMED

Continuously = occurs 66-100% of the time

Frequently = occurs 33-66% of the time

Occasionally = occurs 1-33% of the time

Rare = may occur less than 1% of the time

Never = does not ever occur (such demands are not listed)

This job is classified as

Sedentary

Standing

Occasionally on flat surfaces for up to 10 minutes at a time for up to 1 hour total in a work shift. Most commonly occurs while using the copy machine, providing customer service at the front counter and filing. The employee can alternate sitting and standing as needed.

Walking

Frequently on flat surfaces for distances of up to 40 feet at a time for up to one hour in a work shift. Occasionally on outside road surfaces to other King County Buildings for distances of a few city blocks for up to 30 minutes total in a work shift. Most commonly occurs while walking between the workstation and copy machine, supervisor's office and file cabinets. The employee also delivers bulletins and on a rare occasion may deliver them to other County buildings up to one block (300 feet) away.

Sitting

Continuously on an office chair for up to 2 hours at a time for up to 6.5 hours total in a work shift. Most commonly occurs performing computer work and database entry as well as scheduling and answering the telephone. The employee can alternate sitting and standing as needed.

Bending/Stooping

Occasionally on flat carpeted surfaces for up to 1 minute at a time for up to 30 minutes total in a shift when retrieving and replacing supplies on low shelves or cabinets, adding paper to the copy machine, and searching through low file drawers. The employee can alternate between kneeling, bending/stooping and crouching as needed.

Crouching

Rare for up to 1 minute at a time for up to 5 minutes total in a shift while reaching for supplies and files on lower shelves and in lower cabinets. The employee can alternate between kneeling, bending/stooping and crouching as needed.

Kneeling

Rare for up to 1 minute at a time for up to 5 minutes total in a shift while reaching for supplies and files on lower shelves and in lower cabinets. The employee can alternate between kneeling, bending/stooping and crouching as needed.

Reaching above shoulder height

Occasionally on flat carpeted surfaces for up to 30 seconds at a time for up to 15 minutes total in a work shift while placing and removing supplies and files out of high file drawers and cabinets.

Reaching at waist to shoulder height

Continuously for up to 2 hours at a time for up to 6.5 hours total in a work shift while typing, operating the computer mouse, operating copier and other office machines, placing and removing office supplies and files out of drawers and cabinets.

Reaching at knee to waist height

Occasionally for up to 1 minute at a time for up to 15 minutes total in a work shift while loading a ream of paper in to the copy machine as well as placing and removing files and office supplies from cabinets and drawers.

Reaching at floor to knee height

Rare for up to 1 minute at a time for up to 5 minutes total in a shift while reaching for supplies and files on lower shelves and in lower cabinets.

Lifting 1-10 pounds

Rare for up to 1 minute at a time for up to 5 minutes total in a work shift. Most commonly occurs with weights of 5 pounds while lifting supplies, files and paper for the photocopy machine.

Carrying 1-10- pounds

Occasionally for distances of up to 40 feet for up to 5 minutes at a time for up to 30 minutes total in a work shift. Most commonly occurs with weights of 5 pounds while transporting office supplies, paper and files. The employee also delivers bulletins and on a rare occasion may deliver them to other County buildings up to one block (300 feet) away. A cart is available to reduce or eliminate carrying.

Pushing and Pulling

Occasionally for up to 30 seconds at a time for up to 15 minutes total in a work shift with a pushing/pulling force of 3 pounds. Most commonly occurs while opening and closing drawers, opening doors and pushing a cart.

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Handling

Frequently for up to 10 minutes at a time for up to 1 hour total in a work shift while manipulating files and office supplies as well as using the telephone and computer mouse.

Fingering

Continuously for up to 2 hours at a time for up to 6 hours total in a work shift while typing, writing, manipulating files and documents, folding mailings, manipulating keys, manipulating labels, dialing the telephone, operating the copy machine and scheduling appointments.

Talking

Frequently for up to 15 minutes at a time for up to 4 hours total in a work shift while conversing with co-workers about assignments as well as providing customer service and scheduling appointments for new hires and professional staff in person or via telephone.

Hearing

Frequently for up to 15 minutes at a time for up to 7 hours total in a work shift while conversing with co-workers about assignments, listening for the front desk bell and identifying emergency messages as well as providing customer service and scheduling appointments for new hires and professional staff in person or via telephone.

Near acuity—clarity of vision at 20 inches or less

Frequently for up to 2.5 hours at a time for up to 7 hours total in a work shift while reading documents and looking at a computer screen.

TEMPERAMENTS

Directing or controlling, or planning activities of others: Occasionally

Performing repetitive or short-cycle work: Continuously

Influencing people in their opinions, attitudes, and judgments: Occasionally

Working effectively under stress: Frequently

Working under specific instructions: Frequently

Working with others: Continuously

Making judgments and decisions: Frequently

ENVIRONMENTAL FACTORS

Work is performed in an office setting in close proximity to other workers and cubicles. The noise level is quiet. Copy machine, emergency message speakers and telephone ringers are the loudest noises in the office.

POTENTIAL MODIFICATIONS TO JOB

Adjustable ergonomic chair with lumbar support for increased comfort while sitting for an extended duration.

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Ergonomic keyboard and pen to promote proper body mechanics when typing and writing.

Cart to reduce or eliminate carrying.

Sit on a stepstool to reduce or eliminate bending/stooping when manipulating files in lower file drawers.

Alternate tasks to reduce static positions.

Sit at front counter to reduce standing.

Workspace software to monitor/limit finger manipulation associated with computer work.

Signature & title of evaluator

Date

Signature & title of contact

Date

Signature & title of employee

Date

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HEALTH CARE PROVIDER SECTION

Check all that apply

☐ The employee is released to perform the described duties without restrictions on performance or work hours.

☐ The employee is released to perform the described duties on a reduced schedule. The recommended schedule is:

☐ Temporary until _____ ☐ Permanent as of _____

☐ The employee is released to perform the described job with the following modifications:

☐ Temporary until _____ ☐ Permanent as of _____

☐ The employee is not released to perform the described duties due to the following job functions:

☐ Temporary until _____ ☐ Permanent effective _____

☐ The employee is unable to work in any capacity.
A release to work is: ☐ anticipated by _____ ☐ Not expected

The limitations are due to the following objective medical findings:

Printed or typed name and phone number of Health Care Provider

Signature of Health Care Provider

Date